

Manager Fact Sheet: Telework

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This fact sheet provides basic information and valuable resources to state human resource professionals and managers considering telework as a work option.

Benefits:

Telework benefits the employee, the state of Montana, and the environment. Telework supports:

- Work-life balance and cost savings
- Better job performance, improved morale, and job satisfaction
- Personnel recruitment and retention
- Disaster recovery operations
- Reduction of greenhouse gas emissions, wear and tear on public transportation infrastructure, and potential real estate savings

Definitions:

Telework - a formal work arrangement in which agency management directs or permits employees to perform their usual job duties away from the central workplace.

Telework Agreement - a written agreement between agency management and the employee detailing the terms and conditions of an employee's work away from the central workplace.

Recommendations:

Telework is normally offered to seasoned employees who have earned the trust and confidence of their supervisors. Managers may have interested employees complete a self-assessment to ensure their position and personality are conducive to teleworking.

Telework practices vary widely depending on the agency. We recommend the following:

1. The agency have a well constructed telework policy;

2. Telework agreements be formalized in writing between the supervisor and the employee; and
3. Regular communication is paramount to the success of a telework agreement. Detailing and documenting specific outcome- based performance objectives is critical.

Resources:

The following resources provide more detailed information:

- State of Montana Telework Guide
<http://www.hr.mt.gov/hrpp/guides.mcp>x contains these important documents to get you started:
 - self-assessment form
 - example agency telework policy
 - example telework agreement
 - supervisor's checklist
 - telework feedback form
 - hardware and software inventory
 - safety and security checklist
 - telework program evaluation
- State of Montana Telework Policy
<http://www.hr.mt.gov/hrpp/policies.mcp>x
- Federal Telework guide at
<http://www.telework.gov>
- Telework Exchange, a comprehensive resource for employees and managers at
<http://www.telephoneexchange.com>

Alternative accessible formats of this Fact Sheet will be provided on request. Persons who need an alternative format should contact the State Human Resources Division, Department of Administration, 125 N. Roberts St., PO Box 200127, Helena, MT 59620-0127. Telephone 406-444-3871. Those using a TTY may call through the Montana Relay Service at 711.



**State Human Resources Division
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